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4 OCT 1973

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
✓ Director of Medical Services  
Director of Joint Computer Support  
Director of Personnel  
Director of Security  
Director of Training  
Director of Planning, Programming and Budgeting

SUBJECT : Request for Assistance from Directorate  
Career Services' Career Management  
Officers and Office Advisory Groups

1. As you will recall, the Management and Services Career Board, at its meeting on 14 September 1973, requested that the Office Advisory Groups and the Career Management Officers in the Directorate offices be tasked to consider two issues and to come up with some practical ideas and solutions. These issues are:

a. Developing a practical and tangible method of recognition to an employee with the initiative to improve his or her professional qualifications by obtaining a college degree, principally on the employees' own time.

b. Devising a system for competitively evaluating the relative capabilities and potentials of employees outside of the Fitness Report system.

2. Attached is a memorandum from the DD/M&S to the Secretary of the CIA Management Committee requesting approval to award a Quality Step Increase for such an educational achievement. However, subsequent to the submission of this memorandum, OGC has ruled that a QSI cannot be awarded for such purposes. An alternative could be an award under the provisions of the Federal Awards Act, and attached is a copy of paragraph 4503 of Title V, "Agency Awards." Under the latter provisions, it would be a one-time cash award rather than a continuing increase in an officer's salary. A workable schedule of awards must be developed for employees obtaining various college degrees (AA, AB, Masters, PhD). There are possibly other aspects of this proposed award which should be considered by your CMO and your Advisory Group.

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3. Also attached are several documents concerning the Competitive Evaluation System. In August 1973, the DD/M&S directed the adoption of the new MG Competitive Evaluation System throughout all the Directorate Career Services. However, there is a conflict between this system and the approved revisions in the Agency regulations [REDACTED] and Instructions for the Fitness Report. By Agency regulations, the Fitness Report is designed to evaluate employees with respect to their performance of assigned duties; statements concerning the relative capabilities and potential of employees, designated to facilitate selection decisions, are not to be recorded in Fitness Reports.

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4. Now we must devise a Comparative Evaluation System, outside of the Fitness Report system, which can be used for comparing the relative capabilities and potentials of employees as pertinent to their selection for assignment advancement and retention. It is also requested that your CMO and your Office Advisory Group consider how to use the attributes listed in the recently circulated M&S Directorate Evaluation System in recording performance evaluation in the Fitness Reports.

5. It is requested that your CMO meet with the CMO/DDM&S on Monday, 15 October 1973 at 1000 hours in the office of the DD/M&S, Room 7D26 Headquarters, to discuss these two issues. At that time, your CMO should have your Career Service's recommendations as we need to develop workable systems to forward to the DD/M&S for both the recognition for college degrees and the performance/comparative evaluation systems.

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[REDACTED]  
Career Management Officer  
Deputy Director for Management and Services

Atts

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